

Springer Protocols Manuscript Instructions

Jump to a page in this document: Length Illustrations Book Covers Formatting Permissions References Submission Dos and Don'ts Video Protocols Contact Your Publishing Editor Sample Permission Request Letter – Chapter Authors Sample Permission Request Letter – Authored Books Consent to Publish Form

LENGTH

For editors: The length of your text is specified in your contract. This page count includes references, tables and figure legends. Please be sure to check your page count as you write as it is very important to keep within the specified limit, and distribute length information to your chapter authors.

For authors: Please consult with your editor for the appropriate length of your chapter, and number of figures. **Please submit your chapter to the volume editor and not directly to Humana Press.**

ILLUSTRATIONS

For authors and editors:

If you can submit your illustrations in an electronic form, please submit the original graphic files. **Do not insert figures into your Word document.** Humana Press prefers that files be submitted in TIFF or EPS format, with at least 300 dpi resolution. PDF, JPG, Excel, and PowerPoint files may also be acceptable. Please check with your editor if you have questions regarding specific figures.

Humana Press prefers that art be submitted as electronic files rather than as hard copies; however, scanned images may not be of sufficient quality for reproduction, and authors/editors should expect to submit hard copies of scanned art along with their manuscript. Please scan art at 600 dpi.

Remember when considering figures that they will probably be reduced to fit onto a book page, so pay particular attention to making labels highly legible and not too small. You may want to photocopy your figures to the expected final size as a test to determine legibility. The usable page size of the book will usually be about 4.5 x 7.5 inches. Most figures (including their caption) will occupy half a page. Labels should be in a sans-serif font, preferably Helvetica. When at final reduction the size should be no smaller than 8 point.

Please ensure that your figures are clearly labeled. Number tables separately.

Please submit your images to Humana Press in full color when possible. All electronic versions of the book will publish in full color, including the e-book versions and the chapters available on our online book database, Springer Link (Springerlink.com).

While the cost of reproducing color figures usually prohibits Humana Press from printing color images in our print books, there is a certain amount of color that we can print in each book gratis. This is a number dependent upon the overall size of the submitted manuscript, but usually this includes about 12-20 images. All images will be printed in color in the electronic versions of the book. Please do not expect artwork to be printed in color unless you have consulted with your editor or it is stated in your contract. Color artwork can be included without limit in the electronic version of the book; however, submitted artwork in this case must also be understandable in grayscale, as the same file will be used to produce the print and electronic versions.

BOOK COVER

If there is an image appearing in the book that you would like to use for the cover, please note this when submitting the manuscript. While all of our book covers are designed by our Art Department, we like to use an image appearing in the book. Please make sure that the image selected does not require permissions and is acceptable to the chapter author who submitted the figure. While we try to ensure the image you select is used, we cannot guarantee that your image will be used for the cover.

FORMATTING

For authors and editors:

While we find it the most productive for authors to work with software tools with which they are most comfortable, we prefer that manuscripts are submitted in **Microsoft Word**. This makes the review and production of the book move much quicker. If you need to work in a program that is not Microsoft Word, please contact us so we can ensure we have the program on hand during submission.

Please ensure that all material, including figure and table captions, is double-spaced throughout. There should be a left and right hand margin of at least one inch on all pages.

Chapter Guidelines:

The purpose of this series is to provide individual volumes that describe detailed practical procedures for a particular subject area. Although the research literature contains descriptions of practical procedures, extensive practical detail is not always presented, and, more particularly, an idea of the problems that can be encountered and how they are identified and overcome is rarely included. This series aims to address these deficiencies. Each chapter in a volume of this series should therefore be one specific method, written such that a competent scientist who is unfamiliar with the method can carry out the technique successfully at the first attempt by simply following the detailed practical procedures that you have described. The success of the series is, in large part, due to the usefulness of the "Notes" section. Chapters tend to average 10-15 double-spaced typed pages, but can be longer or shorter as necessary. Unless your editor has specifically requested that you write a review chapter, each contribution should conform to the following format as closely as possible. (*A Sample Chapter is included as a reference)*.

Please arrange your chapter text file in the following order:

i. Summary/Abstract

In one or two paragraphs, please write an overview of the method described.

ii. Key Words

Please include 5-10 key words for referencing by electronic databases and search engines.

1. Introduction

This section should contain a summary of, and the outline of any theory to, the method that you're are describing. It should also outline the major procedures involved in the protocol.

2. Materials

This section should list the composition of all buffers, media, solutions, and specialist equipment etc., that are necessary for carrying out the method described in section 3. Suppliers aren't needed for routine reagents (the reader will use his/her own local supplier) and catalogue numbers aren't required at all for reagents. All buffers, solutions and media should be presented in the same format i.e. name, colon then composition on one continuous line, with components separated by commas not semi-colons.

3. Methods

This is the main section and should explain in detail the individual steps necessary to carry out the technique. Where possible, please simply list the steps in numerical order. For techniques that comprise a number of separate major procedures, please indicate these separate procedures in the introduction, and then subdivide section 3 into subheadings to cover each procedure (3.1, 3.2 etc; please avoid any further subdivision of these headings). The steps in each subsection should then be numbered individually, renumbering from number one. Do take great care to try to indicate any little "tricks" or nuances that help improve your method by referring to relevant "notes" in section 4 (see below). This sort of information rarely gets into the scientific literature. You may also find it useful to relate to some aspects of the theory in this section indicating the purpose of some of the major steps by cross-referencing to an appropriate "note". Do not be tempted to get involved in the description of variations/alternatives to your technique in this section: this can be done in the "Notes" section. Stick to the basic procedure detailed in this section.

This section must be comprehensive. Do not send the reader away to find information for a particular step in another reference. All relevant practical detail must be given in this section.

4. Notes

As we all know, even the simplest techniques go wrong from time to time. Would you therefore indicate any major problems or faults that can occur with your technique? Try to indicate the major sources of problems and how they can be identified and overcome. With reference to related techniques, any variations of the technique that you have described should also be made in this section, as well as--where relevant--an indication of the sensitivity of the method, timescale for the singled technique, etc. This "Notes" section is a hallmark of this series and has been singled out for praise by a number of reviewers. Please try and make this section as extensive as possible by putting on paper all of your various experiences with the technique. Each 'Note' should be cross-referenced with the 'Materials' and 'Methods' sections, e.g. (see **Note 1**).

5. References

Arabic numbers should be used for text citations (set within parentheses at point of citation), and they should be listed in numerical order in text, as well as in the reference section. Please be as comprehensive as possible with the references.

Figure Captions Table Captions Tables -- Always to be included at the end of the document. ***Figures should be submitted as separate files**

• Please include a cover page that includes the names, affiliations, and e-mail address of the corresponding author on the first page of your chapter.

- In addition, please provide us with a "Running Head" (a "Running Head" is an amended/shortned version of your chapter title that appears at the top of each page in the final version of the book).
- Please make sure all figures are referenced in the text. If you would like a figure to appear at a particular point in the book, write "[Fig X near here]" in the body of the text. Otherwise, all figures will be placed on the page on which they are referenced.
- Please do not use fancy formatting in the manuscript unless for a good reason. Use one font type only (preferably Times New Roman, or Palatino) bold, roman and italic only. Complex formatting can confuse electronic typesetting processes, and we will be producing the book to our own book designs.
- Please ensure all mathematical variables are in italics.

For details of nomenclature and details of chemical standards and so on please refer to a standard guide such as the *Chicago Manual of Style* (Chicago University Press), or *Scientific Style and Format: The CBE Manual for authors, editors, and publishers* (Cambridge University Press). The important thing is to be consistent.

Humana Press will copyedit and typeset your book simultaneously, and return the files to you for approval of changes, answering of queries, and making of any final revisions to the book. After checking the copyediting, you return changes to us. Springer will enter the changes onto the file.

PERMISSIONS

For authors and editors: Please remember that if you intend to use any figure, table, or lengthy text passage which has been previously published, you will need to formally request permission to use the material from the original publisher. This also applies to material previously published by Humana Press and Springer, and previously published material that is your own work. Please keep in mind that it can sometimes take a while for requests to process, and you should start this process as soon as possible. Grant letters for any necessary permissions should be submitted to your book's editor with your final chapter manuscript. If the figures have been redrawn so as to be "significantly different" from the original, then no permission is needed.

All reproduced figures should be cited in the text by either using the wording supplied by the original publisher, or by using a standard format such as "Reproduced from [Name Year] with permission from [Publisher]." The full citation should be included in your References.

A sample permission letter is included on the last page for you to use as a model. Please make sure that you label each letter granting permission with the correct figure number and your name before submitting it to your book's editor.

*Most Permissions can be obtained by going to the publisher's website and filling out an online form. This is usually the easiest and quickest way to obtain permissions!

Some publishers may ask for a fee (for example AAAS the publishers of *Science* always ask about \$25). According to your contract you are responsible for all permissions fees. Springer cannot cover the cost of these permissions.

Please make sure that we know to which figure each permission letter refers, by writing the figure number on the letter, or by preparing a figure log such as:

Figure No	Copyright holder	Copyright holder's required wording
5.1	Oxford University Press, New	reproduced by permission of
	York	Oxford University Press ©1988 etc.

For editors: Please ensure that all permissions have been granted before submitting the finished manuscript to Humana Press. Humana Press cannot start the production process until all permissions have been granted.

REFERENCES AND BIBLIOGRAPHY

*Please note – the copyeditors will standardize the references (placing punctuation where need be, adding italics, etc) so please use the below as a reference.

For authors and editors: Please ensure that the references in your book follow the Springer house style as shown below:

Number	Туре	Example
1.	Journal article	Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 965:325–329
2.	Inclusion of issue number (optional)	Saunders DS (1976) The biological clock of insects. Sci Am 234(2):114–121
3.	Journal article with DOI (and with page numbers)	Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med 78:74–80. doi:10.1007/s001090000086
4.	Journal article by DOI (before issue publication with page numbers)	Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med. doi:10.1007/s001090000086
5.	Article in electronic journal by DOI (no paginated version)	Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. Dig J Mol Med. doi:10.1007/s801090000086
6.	Journal issue with issue editor	Smith J (ed) (1998) Rodent genes. Mod Genomics J 14(6):126–233
7.	Journal issue with no issue editor	Mod Genomics J (1998) Rodent genes. Mod Genomics J 14(6):126–233
8.	Book chapter	Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York
9.	Book, authored	South J, Blass B (2001) The future of modern genomics. Blackwell, London
10.	Book, edited	Smith J, Brown B (eds) (2001) The demise of modern genomics. Blackwell, London
11.	Book, also showing a translated edition [Either edition may be listed first.]	Adorno TW (1966) Negative Dialektik. Suhrkamp, Frankfurt. English edition: Adorno TW (1973) Negative Dialectics (trans: Ashton EB). Routledge, London
12.	Chapter in a book in a series without volume titles	Schmidt H (1989) Testing results. In: Hutzinger O (ed) Handbook of environmental chemistry, vol 2E. Springer, Heidelberg, p 111
13.	Chapter in a book in a series with volume titles	Smith SE (1976) Neuromuscular blocking drugs in man. In: Zaimis E (ed) Neuromuscular junction. Handbook of experimental pharmacology, vol 42. Springer, Heidelberg, pp 593–660
14	OnlineFirst chapter in a series (without a volume	Saito Y, Hyuga H (2007) Rate equation approaches to amplification of enantiomeric excess and chiral

Number	Туре	Example
	designation but with a DOI)	symmetry breaking. Top Curr Chem. doi:10.1007/128_2006_108
15.	Proceedings as a book (in a series and subseries)	Zowghi D et al (1996) A framework for reasoning about requirements in evolution. In: Foo N, Goebel R (eds) PRICAI'96: topics in artificial intelligence. 4th Pacific Rim conference on artificial intelligence, Cairns, August 1996. Lecture notes in computer science (Lecture notes in artificial intelligence), vol 1114. Springer, Heidelberg, p 157
16.	Proceedings with an editor (without a publisher)	Aaron M (1999) The future of genomics. In: Williams H (ed) Proceedings of the genomic researchers, Boston, 1999
17.	Proceedings without an editor (without a publisher)	Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. In: Abstracts of the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4– 9 June 1978
18.	Paper presented at a conference	Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4– 9 June 1978
19.	Patent. Name and date of patent are optional	Norman LO (1998) Lightning rods. US Patent 4,379,752, 9 Sept 1998
20.	Dissertation	Trent JW (1975) Experimental acute renal failure. Dissertation, University of California
21.	Institutional author (book)	International Anatomical Nomenclature Committee (1966) Nomina anatomica. Excerpta Medica, Amsterdam
22.	Non-English, Latin alphabet publication cited in an English publication. NB: Use the language of the primary document, not that of the reference for "vol" etc.!	Wolf GH, Lehman P-F (1976) Atlas der Anatomie, vol 4/3, 4th edn. Fischer, Berlin
23.	Non-Latin alphabet publication cited in an English publication. Optional are the title of the publicaton in the original language (and alphabet) and an English translation, which are placed in parentheses when they are present.	Marikhin VY, Myasnikova LP (1977) Nadmolekulyarnaya struktura polimerov (The supramolecular structure of polymers). Khimiya, Leningrad
24.	In press	Major M et al (2007) Recent developments. In: Jones W (ed) Surgery today. Springer, Dordrecht (in press)
25.	Online document	Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG.

Number	Туре	Example
		http://www.rsc.org/dose/title of subordinate document. Accessed 15 Jan 1999
26.	Online database	Healthwise Knowledgebase (1998) US Pharmacopeia, Rockville. http://www.healthwise.org. Accessed 21 Sept 1998
27.	Supplementary material/private homepage	Doe J (2000) Title of supplementary material. http://www.privatehomepage.com. Accessed 22 Feb 2000
28.	University site	Doe J (1999) Title of preprint. http://www.uni- heidelberg.de/mydata.html. Accessed 25 Dec 1999
29.	FTP site	Doe J (1999) Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt. Accessed 12 Nov 1999
30.	Organization site	ISSN International Centre (2006) The ISSN register. http://www.issn.org. Accessed 20 Feb 2007

In the text:

Number all references in order of use throughout the chapter, and indicate the reference by placing the number of the reference in bold, italicized parenthesis, like this **(6)**. All references are to be indicated like that **(7)** and should appear in numerical order throughout the text **(8)**.

ENDNOTES: If using the citation program, **Endnotes**, please use the **SpringerBasicNumber** bibliography format.

DOS AND DON'TS

For authors and editors:

Do:

- Be consistent with style.
- Place figure captions at the end of the file or in a separate file. Do not place figures or captions "in place" on the manuscript page. Do not leave space for the figure in your electronic manuscript.
- Double-space the manuscript using your word processor's line-spacing function. Do not use hard returns or enters to double-space.
- Use two hyphens for a dash, with no space before or after them.

Don't:

- Don't try to make your document look like a typeset page.
- Don't type the letter "el" (I) when you mean the number "one" (1) or vice versa. Even if the number cannot be distinguished from the letter in your printout or on your screen, it will appear differently in typeset output.
- Don't interchange "zero" (0) and capital "oh" (O).
- Don't justify your text.
- Don't indent paragraphs.
- If your book contains a lot of math, please consult with your editor to discuss submitting author-formatted files.
- Don't number the Preface, which is an brief introduction to the book by the Editor(s), as a chapter. The Preface is a part of what is called "front matter," and it is not numbered in the Table of Contents.

SUBMISSION

For authors:

All key chapter authors must sign a *Contributor's Agreement* (provided by your volume editor). **Please submit this signed form with your final manuscript to your volume editor.**

For editors:

Please include a Table of Contents, a Preface, and/or Forward, as well as an alphabetical List of Contributors (complete with affiliations) and a corresponding author list organized by chapter (complete with addresses) for your book. Please also note if there is an image or figure in the text that you would like to use for the book's cover (all covers are designed by our Art Department. **PLEASE NOTE: We cannot always use the submitted artwork for your cover. While we always try to use your suggestions, we reserve the final approval of the cover).**

Please submit your book either on disk, USB stick or via ftp/DropBox (please contact your editor if you'd like Springer to set up an ftp site). A hard copy is no longer necessary.

VIDEO PROTOCOLS

Springer has recently launched the video companion site Springer Videos (video.springer.com). If you would like to film a short video to accompany your protocol chapter, please contact your editor for more information. Information about formatting the videos can be found: http://video.springer.com/LearnMore

CONTACT YOUR PUBLISHING EDITOR

Please consult with your publishing editor if you have any questions not answered here.

То:	Copyright Permission Department		
		Date:	
	Copyright Permission Request		
In my	chapter tentatively entitled:		
that is	s to appear in the book:		
edited	d by:		
appre langua form i	ciate your permission to incorporate the r ages, in this and any future editions, revis ncluding, without limitation, mechanical &	<i>. .</i>	
Title:			
Year	af wuhliaation.		
Pleas	e provide preferred line for copyright	notice/credit:	
Two copies of this request are enclosed. Please return one and retain one for your records.			
		Signed:	
		Name:	
		Address:	
	SPRINGER IS A SIGNATORY OF T	HE STM GUIDELINES AGREEMENT	
We he	ereby grant permission for use of the mat	erial as specified above.	
		Ву:	

Title:_____

Sample Permission Request Letter – Authored Books

То:	Copyright Permission Department		
		Date:	
	Convright Por		
Copyright Permission Request			
r am pi	reparing a manuscript for a Work tentative	ary entitied.	
apprec langua	ciate your permission to incorporate the m	pringer Science+Business Media. I would greatly aterial set forth below with world rights in all ons, adaptations or translations, and in any other electronic storage on any carrier:	
Title: _			
Year o	of publication:		
Materi	al for which permission is requested:		
Please	e provide preferred line for copyright n	otice/credit:	
Two co	opies of this request are enclosed. Please	e return one and retain one for your records.	
		Signed:	
		Name:	
		Address:	
	SPRINGER IS A SIGNATORY OF TH	IE STM GUIDELINES AGREEMENT	
We he	reby grant permission for use of the m	aterial as specified above.	
		Ву:	

Title:_____



http://www.springer.com/series/7651

Methods in Molecular Biology Series Ed.: J.M. Walker ISSN: 1064-3745 A product of Humana Press